

VACANCY NOTICE**FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT**

Description of Position	TITLE OF POSITION: <u>Genealogical Clerk</u>	CLASSIFICATION CODE: <u>02412700</u>
	SALARY RANGE: <u>Gr. 314A \$33611-36509</u>	REFERENCE POSITION NO.: <u>1104-10001-01</u>
	Department or Agency Name <u>Health</u>	APPLICATION PERIOD: <u>3/14/13 to 3/20/13</u>
	Division/Section/Unit <u>Vital Records</u>	GRACE PERIOD ENDS <u>3/23/2013 4:00 PM</u>
	Assignment(s) / Comments _____	
	Shift and Days: <u>M-F; 8:30 am to 4:30 pm</u>	Job Location: <u>Providence, RI</u>
	Restrictions/Limitations: <u>Restricted to LTPS - subject to the return of two incumbents</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____	
	Name of Bargaining Unit Union: <u>Council 94 Local 2870</u>	
	There is* _____ is not <u>X</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> • The title of the position for which you are applying • Title of your present position and date you entered it • Date you entered State service 	<ul style="list-style-type: none"> • Name of department where you are currently employed • Your business telephone number • Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
To be responsible for issuing birth, death and marriage certificates for in-person customers, mail-in requests and electronic requests as well as issuing birth, death and marriage verifications to federal and state agencies; knowledge of rules and regulations governing vital records law; understanding the need for confidentiality of vital records, the ability to research records using indices, microfiche and microfilm; to prepare accurate abstracts from records; ability to type on a typewriter, issue records from an electronic system: the ability to bend and stretch and lift up to 30lbs may be required; and to do related work as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses typing; and Experience: Such as may have been gained through: employment in a position involving the exercise of independent judgment in a performance of varied clerical work of difficult nature. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
	<i>Job description available at: http://www.hr.ri.gov/classification/descriptions/jobspecs.php</i>	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Sandra DaRocha OHHS Human Resources Service Center Benjamin Rush Bldg., 2nd floor 55 Howard Ave. Cranston, RI 02920	Only emails to email address listed below will be accepted: Faxes will not be accepted Email: sandraD-resume@dhs.ri.gov TTY/TDD # <u>711</u> (Telecommunication Device for the Deaf)

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**